

Chief, Management Staff

25 October 1956

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Weekly Report - Week Ending 24 October 1956

1. The Record Center continues to receive substantial volumes of inactive records from major Agency offices. For this period receipts amounted to 348 cubic feet and we now have on hand 28,873 cubic feet of inactive records. Receipts for this Fiscal Year amount to 3,139 cubic feet as contrasted to 2,534 for the same period of the previous year, an increase of approximately 24 per cent.

2. The new Personal History Statement, Form 444, has been printed and distributed for use. Attached is a copy of the new one.

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3. Mr. [REDACTED] completed twenty hours of on-the-job training.

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4. Mr. [REDACTED] attended the Conference of the Systems and Procedures Association in Philadelphia from October 22 through the 24. He received considerable benefit from this conference and will submit a brief report on it later.

5. Two employees' suggestions were evaluated and forwarded to the Suggestions Awards Committee.

6. The installation of Subject Numeric Filing Systems in the Graphics Register Division and the Special Register of OCR is progressing satisfactorily. Already a substantial volume of inactive records have been segregated for destruction or transfer to the Record Center.

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7. Mr. [REDACTED] and I met with an Official of the National Archives to discuss recent developments in records storage practices in certain European Archival Institutions.

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Mgt S/RMS [REDACTED] (25 October 1956)